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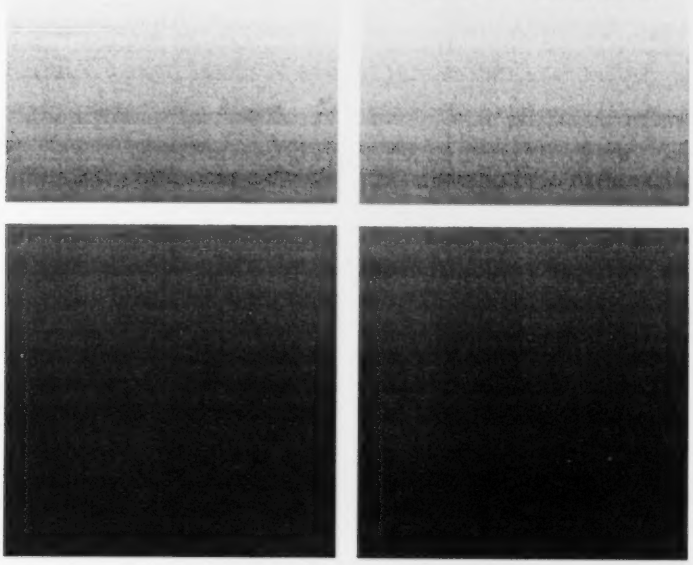
Access to Information Act and *Privacy Act*

Annual Report 2007-2008



KEEPING CANADIANS SAFE

Canada

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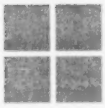
Access to Information Act and *Privacy Act*



Annual Report
2007-2008

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Report on the *Access to Information Act*

Introduction

The *Access to Information Act* gives the public a broad right of access to information contained in federal government records, subject to certain limited and specific exceptions.

Section 72 of the Access to Information Act requires that the head of every government institution submit an annual report to Parliament on the administration of the Act during the financial year. This report describes how Public Safety Canada administered the *Access to Information Act* throughout fiscal year 2007-2008.

About the Public Safety Portfolio

The Public Safety portfolio includes:

- Public Safety Canada (PS)
- Royal Canadian Mounted Police (RCMP)
- Canadian Security Intelligence Service (CSIS)
- Correctional Service Canada (CSC)
- National Parole Board (NPB)
- Canada Border Services Agency (CBSA)
- RCMP External Review Committee (ERC)
- Commission for Public Complaints Against the RCMP (CPC)
- Office of the Correctional Investigator (OCI)

In previous years, institutions within the Public Safety portfolio prepared their respective portions of the report and the Minister submitted one consolidated report on behalf of all institutions in the Minister's portfolio. As of 2007-2008, the Minister will submit separate reports for each institution in accordance with common practice throughout the Government of Canada.

About Public Safety Canada

Public Safety Canada was created in 2003 to provide leadership and coordination across all federal departments and agencies responsible for the safety of Canadians. The Department delivers a range of programs related to national emergency preparedness, critical infrastructure protection and community safety. Working towards a safe and resilient Canada, the Department provides leadership, coordinates and supports the efforts of federal organizations responsible for the national security and safety of Canadians. The Department also works with other levels of government, first responders, community groups, the private sector and other countries to achieve its objectives.

To keep Canadians safe from a range of threats, the Department provides strategic policy advice and support to the Minister of Public Safety on issues related to public safety, including: national security; emergency management; policing and law enforcement; interoperability and information-sharing; border management; corrections and conditional release; Aboriginal policing; and, crime prevention.

Providing strategic public safety leadership, the Department works within a portfolio consisting of five agencies and three review bodies. These entities, including the Department, are united under the Public Safety portfolio and report to the same minister, resulting in enhanced integration among federal organizations dealing with public safety issues. The Department supports the Minister in all aspects of his mandate and plays a national public safety leadership role while respecting the separate accountability of each portfolio agency.

Also situated within the Department is the Office of the Inspector General of the Canadian Security Intelligence Service (IGCSIS), which carries out independent reviews of CSIS' compliance with the law, Ministerial direction and operational policy.

Highlights and Accomplishments for 2007-2008

During the course of fiscal year 2007-2008, the Department received a total of 296 requests under the *Access to Information Act*. This represents an increase of 30 per cent compared to the previous year. In spite of this increase, by the end of 2007-2008 only 6 of 57 active requests were considered to be in deemed refusal compared to 11 of the 71 requests that were active on March 31, 2007. The number of complaints to the Information Commissioner has also declined by 34 per cent compared to the previous year.

All levels of Public Safety have worked hard to improve the way the Department responds to ATI requests. The Department has implemented concrete measures that, taken together, have allowed us to attain this goal. Examples of this are as follows:

- Timely handling of ATIP requests is a commitment in the performance management agreement for all executives
- Tracking of ATIP files has improved through all stages of processing and reporting on performance is done weekly at Executive Committee meetings
- Planning has begun for investing resources in necessary upgrades to the tools needed to administer ATIP, including significant software and hardware upgrades and improved facilities
- The process has begun to ensure that Info Source is updated. Updates to the introduction and reporting on standard personal information banks and program records have been completed. A working group has

been established to update institution specific program records and personal information banks
- ATIP awareness training for departmental staff is conducted regularly
- Collaboration has improved with ATIP offices in other institutions with whom we must consult in order to ensure that reasonable extensions are sought, and the follow-up procedure is more rigorous to ensure timelier responses to these consultations

The Access to Information and Privacy (ATIP) Unit

The Access to Information and Privacy (ATIP) Unit is part of Public Safety Canada's Executive Services Division within the Department's Strategic Policy Branch. It is comprised of one Manager, four analysts and two administrative officers. The Director, Executive Services, served as the Department's ATIP Coordinator throughout the reporting year, in addition to directing the Department's Ministerial Correspondence and Speech-writing Units.

The ATIP Unit is responsible for the coordination and implementation of policies, guidelines and procedures to ensure departmental compliance with the *Access to Information Act* and the *Privacy Act*. The Unit also currently provides the following services to the Department:

- Delivers ATIP awareness sessions to departmental employees
- Processes consultations received from other institutions
- Provides advice and guidance to employees and senior officials on ATIP related matters
- Provides support to the Minister of Public Safety by providing release packages received from the portfolio and advising senior officials of releases of personal information by portfolio agencies pursuant to section 8(2)(m) of the *Privacy Act*
- Prepares an Annual Report to Parliament
- Coordinates updates to Info Source manuals
- Reviews departmental documents, such as audits and evaluations, prior to proactively disclosing these on the departmental website
- Develops internal procedures
- Maintains the ATIP reading room on behalf of most institutions in the Public Safety portfolio
- Participates in forums for the ATIP community, such as the Treasury Board Secretariat ATIP Community meetings and working groups

Delegation of Authority

The responsibilities associated with the administration of the *Access to Information Act*, such as notifying applicants of extensions and transferring requests to other institutions, are delegated to the departmental ATIP Coordinator through a delegation instrument signed by the Minister of Public

Safety. The approval of all exemptions remains with the Deputy Minister, the Associate Deputy Minister, the Senior Assistant Deputy Minister and all Assistant Deputy Ministers.

A detailed delegation instrument is at Annex A.

Statistical Report - Interpretation and Analysis

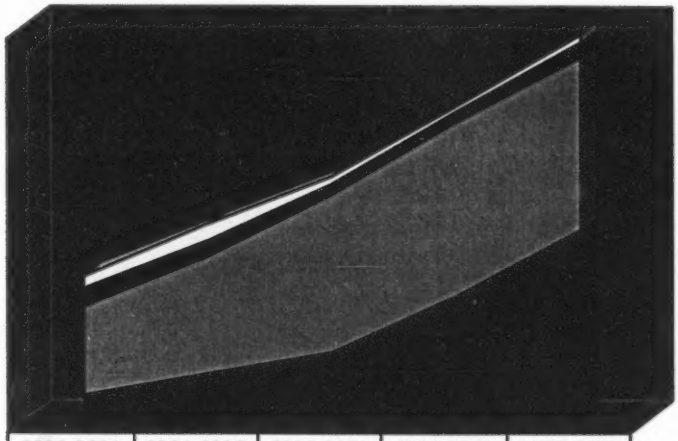
Annex B provides a summarized statistical report on *Access to Information Act* requests processed by Public Safety Canada between April 1, 2007 and March 31, 2008. The following section provides explanations and interpretations of this statistical information by analyzing the workload trends.

Overall workload trend

The graph above indicates a significant increase in the number of overall requests received and processed by the ATIP Unit. The yearly totals include formal access and privacy requests, and consultations from other institutions. These figures do not reflect requests processed informally or other services that the ATIP Unit provides to the Department.

There has been a 98 per cent increase in the number of formal ATI requests received in the Department over the past five years, and the number of consultations received from other institutions has increased by 96 per cent over this same period. The number of privacy requests and privacy consultations has remained relatively stable. The following graph provides a detailed breakdown by category.

Workload trend by category



	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Privacy consultations	12	15	7	5	7
Privacy requests	20	17	11	11	17
ATI consultations	89	119	159	177	175
ATI requests	128	150	172	229	296

Departmental efforts to respond to increased workload

In order to address the increasing workload, the Department is planning for investments in the ATIP Unit, including new case management and imaging software commonly used by most institutions, a more capable hardware platform and an appropriate facility at the Department's headquarters.

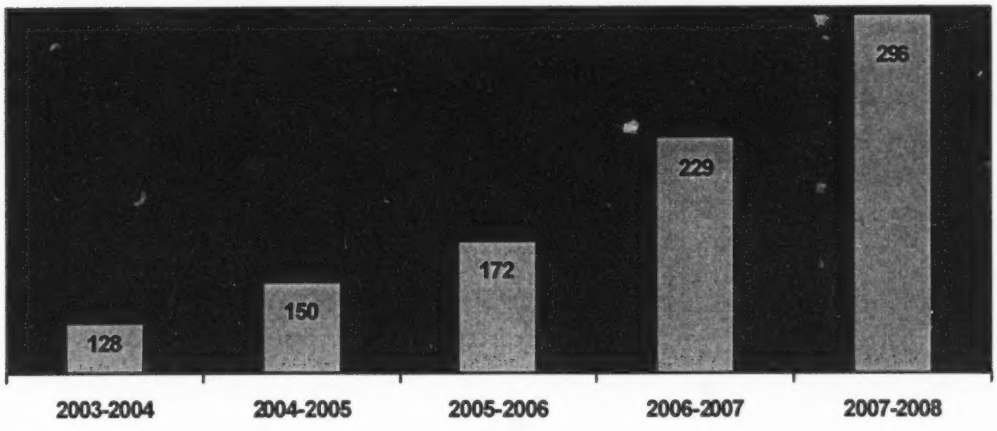
The ATIP Unit has also modified its organizational structure to allow greater flexibility in recruitment and intends to create developmental positions in order to retain experienced employees. Public Safety continues to examine staffing levels in the ATIP Unit. As with most federal institutions, recruitment and retention of qualified ATIP professionals remains the most significant challenge. The challenge at Public Safety is complicated by the requirement that many ATIP staff require security clearances to the very highest level given the nature of the Department's business.

Access to Information Act requests received

Throughout fiscal year 2007-2008, Public Safety Canada received 296 new access requests, which represents an increase of 30 per cent in the number of requests received over the previous year (229). Seventy-one (71) requests were carried forward from the previous fiscal year, resulting in a total of 367 requests to process during 2007-2008. In spite of significant increases in both the

volume and complexity of the requests received, 310 of these requests were completed during the reporting year, while the remaining 57 requests have been carried forward to the following reporting year.

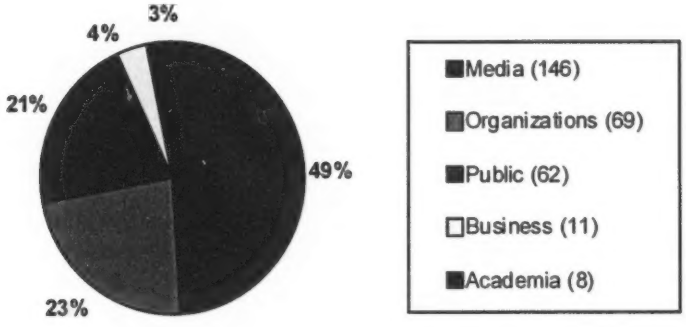
Number of formal ATI requests received by Public Safety Canada



Source of requests

Nearly half of the requests (49%) received by Public Safety Canada originate from the media. An additional 23 per cent originate from organizations and a further 21 per cent were received from members of the public who did not identify themselves as belonging to any another category. Only a small number of requests were submitted from businesses and academia. The following graph categorizes the number of requests received by group, and the percentage of the total for each group.

Source of requests



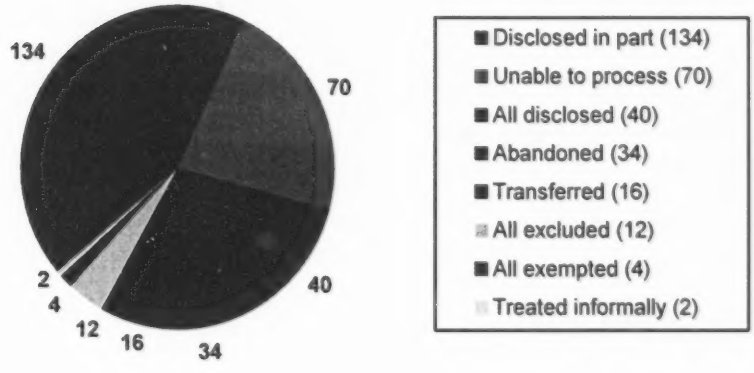
Extensions

Section 9 of the *Access to Information Act* allows institutions to extend the legal deadline for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties. The Department invoked a total of 143 extensions over the year, and most of these (135) were for 31 days or more. One hundred and twenty-seven (127) extensions were required in order to undertake consultations with other federal government institutions. This high number is due to Public Safety Canada's role in coordinating activities involving federal institutions within the Public Safety portfolio as well as with other organizations at all levels of government whose mandates involve issues of national security and the safety of Canadians. The Department extended the time limits for search on six occasions, and four of these extensions were for 31 days or more. The Department extended the time limits to consult with third parties on four occasions, and all of these extensions were for 31 days or more.

Disposition of requests for 2007-2008

As many of the documents processed by Public Safety Canada's ATIP Unit contain sensitive information relating to national security and law enforcement, as well as advice to the Minister and Cabinet records, the majority of departmental responses contain exempted and/or excluded information. The following graph identifies the disposition of requests completed during the year.

Disposition of requests



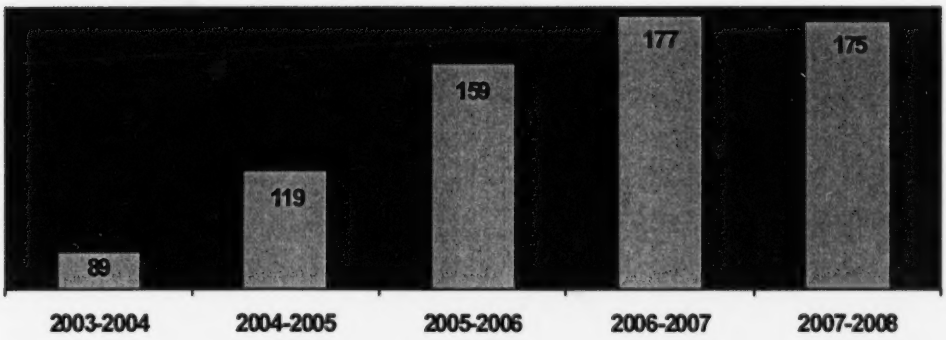
Consultations from other institutions

Due to the Department's responsibilities for coordinating and supporting the efforts of federal organizations to keep Canadians safe, a significant amount of

the ATIP Unit's workload involves responding to consultations in response to formal requests received by other federal institutions.

The graph below provides details on the increase in the number of consultations from other federal institutions since the Department was created in December 2003.

Number of ATI consultations from other institutions



Investigations

Thirty-four (34) new complaints were brought to the attention of Public Safety Canada by the Information Commissioner during fiscal year 2007-2008, which represents a 34 per cent decrease from the previous year. Most of these complaints (26) concerned the length of extensions invoked, while six concerned the exemptions applied to withhold information. One complaint concerned the delay in responding, and one complaint concerned exclusions applied to withhold information.

The investigations of 29 complaints were completed during the reporting period. The Information Commissioner's findings with respect to the complaints are as follows: 26 were resolved, two were discontinued and one was not well-founded.

Appeals to the Court

There were no appeals to the Federal Court for fiscal year 2007–2008.

Informal Processes

Whenever possible, information is provided informally to the public by departmental employees. For example, the Communications Directorate

responds to many media and other requests for information. Additionally, the departmental website serves as a valuable source of information, where audits, evaluations, reports, contracts over $25,000 and expenses of senior officials are routinely updated. Given the sensitivity of much of the information held in Public Safety Canada, there are few opportunities to disclose other types of information informally.

Training

The departmental training plan for 2007-2008 consisted primarily of ATIP awareness sessions sponsored by the ATIP Unit. Seventeen sessions took place over the year. A total of 383 employees, representing nearly half of Public Safety Canada's workforce and including employees in regional offices, participated in these full day sessions. The ATIP Unit also provides ongoing individualized training on departmental procedures to Public Safety Canada's employees who assume ATIP responsibilities.

Public Reading Room

The *Access to Information Act* requires that institutions maintain a reading room where the public can review records that have been disclosed by the Department's ATIP Unit over the past three years. Records are available for review at no charge. Photocopying costs are applied at $0.20 per page. The reading room also maintains a supply of the Department's publications covering various aspects of public safety in Canada and other subjects of interest to the Department.

Public Safety Canada's public reading room is located at the departmental library on the 10th floor of the Sir Wilfrid Laurier Building, 340 Laurier Avenue West, Ottawa and is open from 10:00 a.m. to 3:00 p.m., Monday to Friday. Individuals who wish to review records must schedule an appointment with the ATIP Unit.

Report on the *Privacy Act*

Introduction

The *Privacy Act* protects the privacy of all Canadian citizens and permanent residents regarding personal information held by a government institution. It also gives individuals, including those in Canada who are not permanent residents or citizens, the right to access their own personal information.

Section 72 of the *Privacy Act* requires that the head of every government institution submit an annual report to Parliament on the administration of the Act during the financial year. This report describes how Public Safety Canada administered the *Privacy Act* throughout fiscal year 2007-2008.

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- Provides advice and guidance to employees and senior officials on ATIP related matters
- Provides support to the Minister of Public Safety by communicating release packages received from the portfolio and advising senior officials of releases of personal information by portfolio agencies pursuant to section 8(2)(m) of the *Privacy Act*
- Prepares an Annual Report to Parliament
- Coordinates updates to Info Source manuals

- Reviews departmental documents prior to proactive disclosure on the departmental website, such as audits and evaluations, in order to ensure that such disclosures do not unduly compromise national or individual interests
- Develops and updates internal procedures for administering ATIP legislation in the Department
- Maintains the ATIP reading room on behalf of most institutions in the Public Safety portfolio
- Participates in forums for the ATIP community, such as the Treasury Board Secretariat ATIP Community meetings and working groups

Delegation of Authority

The responsibilities associated with the administration of the *Privacy Act*, such as notifying applicants of extensions and releasing records to applicants, are delegated to the departmental ATIP Coordinator through a delegation instrument signed by the Minister of Public Safety. The approval of all exemptions remains with the Deputy Minister, the Associate Deputy Minister, the Senior Assistant Deputy Minister and all Assistant Deputy Ministers.

A detailed delegation instrument is at Annex C.

Statistical Report - Interpretation and Analysis

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Overall workload trend

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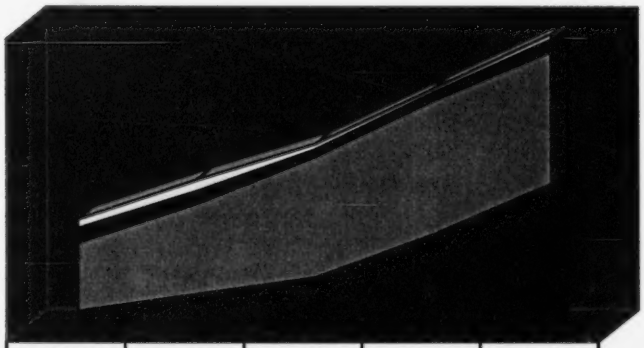

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Departmental efforts to address change in workload

In order to address the increasing workload, the Department is planning for investments in the ATIP Unit including new case management and imaging software commonly used by most institutions, a more capable hardware platform and an appropriate facility at the Department's headquarters.

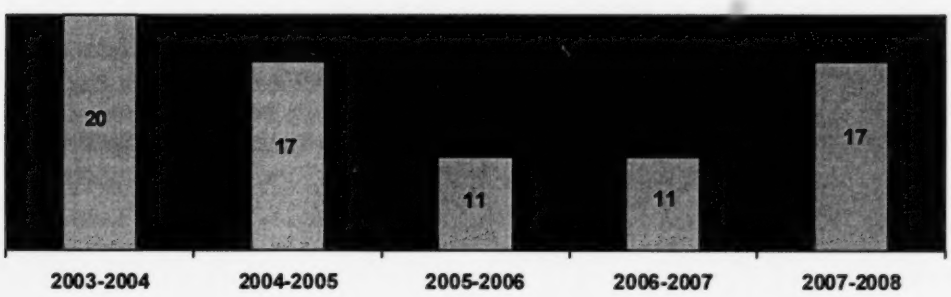
The ATIP Unit has also modified its organizational structure to allow greater flexibility in recruitment and intends to create developmental positions in order to retain experienced employees. Public Safety continues to examine staffing levels in the ATIP Unit. As with most federal institutions, recruitment and retention of qualified ATIP professionals remains the most significant challenge. The challenge at Public Safety is complicated by the requirement that many ATIP staff require security clearances to the very highest level, given the nature of the Department's business.

Privacy Act requests received

Throughout the year, the Department received 17 requests pursuant to the *Privacy Act*, which is slightly higher than the number received last year. Two were carried forward from the previous year, resulting in a total of 19 requests to process during 2007-2008. Of these requests, 14 were completed within the year. The remaining five requests have been carried forward to the following reporting year.

The number of privacy requests has remained fairly constant over the years, and this number is not expected to increase significantly. Public Safety Canada collects little information directly from Canadians and therefore receives very few privacy requests. In comparison, portfolio agencies whose mandates are more operational in nature, such as the Royal Canadian Mounted Police (RCMP) and Correctional Service of Canada (CSC), receive thousands of privacy requests annually.

Number of formal requests received by Public Safety Canada



Extensions

Section 15 of the *Privacy Act* allows institutions to extend the legal deadline for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request or if the institution must consult with other institutions. The Department invoked one extension of less than 30 days in order to undertake consultations with other federal government institutions during the 2007-2008 reporting period.

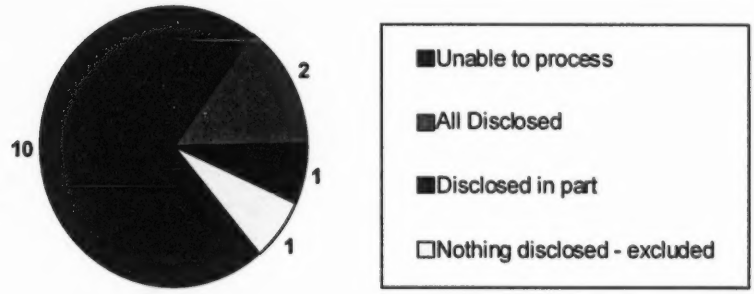
Performance in meeting statutory deadlines for responding

Public Safety Canada responded to 12 of the 14 completed requests in 30 days or less. One was completed within 31 to 60 days, and another was completed within 61 and 120 days.

Disposition of requests for 2007-2008

Most of the privacy requests received in Public Safety Canada's ATIP Unit are intended for one of the institutions within the Minister's portfolio, such as the RCMP, CSC, CBSA or CSIS. For this reason, the Department is unable to process most of the requests we receive, as we often do not hold the records requested. The following graph identifies the decisions taken for requests completed during the year.

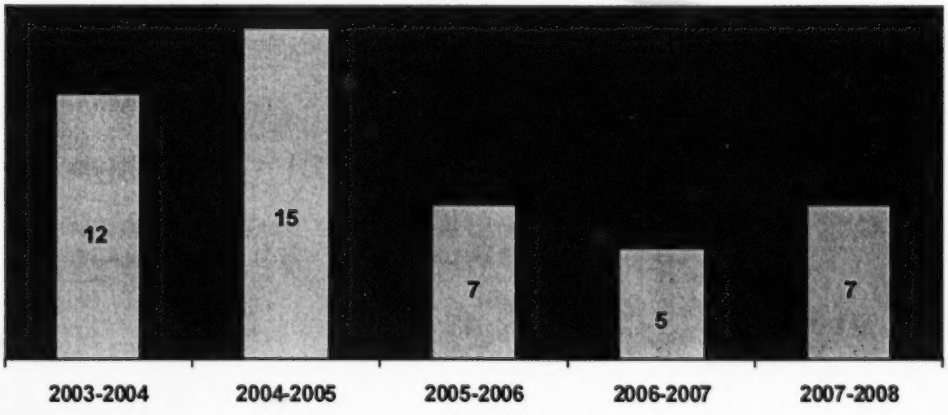
Disposition of Requests



Consultations from other institutions

The Department received seven consultations from other institutions processing requests pursuant to the *Privacy Act* in 2007-2008. The graph below summarizes the number of consultations received over the past five years.

Number of Privacy Act consultations from other institutions



Investigations

Two complaints were filed with the Privacy Commissioner this year, and both of these were closed during the reporting period. The Privacy Commissioner informed the Department that both complaints were settled in the course of the investigation.

Appeals to the Court

There were no appeals to the Court for fiscal year 2007–2008.

Training

The departmental training plan for 2007-2008 consisted primarily of ATIP awareness sessions sponsored by the ATIP Unit. Seventeen sessions took place over the year. A total of 383 employees, representing nearly half of Public Safety Canada's workforce and including employees in regional offices, participated in these full day sessions. While the focus of these sessions was primarily centered on the *Access to Information Act*, some privacy-related information was provided as well. The ATIP Unit also provides ongoing individualized training on departmental procedures to Public Safety employees who assume ATIP responsibilities within the branches, and responds to various privacy-related inquiries posed by departmental colleagues.

Privacy Impact Assessments completed during the year

The Department completed one Privacy Impact Assessment (PIA) during the year, entitled the Passenger Protect Data Matching Report.

The Passenger Protect Program (PPP) is intended to prevent individuals who pose an immediate threat to aviation security from boarding an aircraft at a designated Canadian airport, or at an international airport with flights destined for Canada. Based upon information received from Canadian security and intelligence agencies, Transport Canada (TC) will compile a list of individuals on a Specified Persons List (SPL) who are to be denied boarding. Once a match between a person wishing to board an aircraft and someone on the SPL is discovered by an air carrier and subsequently confirmed by TC, the person will be denied boarding.

A PIA has been conducted on the PPP related to the implementation of section 4.81 of the *Aeronautics Act*. This PIA covers the policies and procedures that are to be established within the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) to receive airline passenger information collected by TC, in accordance with section 4.82 of the *Aeronautics Act*, subsequent to an individual on the SPL being identified by an air carrier.

This PIA report examines the privacy-related impact associated with TC

disclosing passenger data to CSIS and the RCMP, subsequent to an individual on the SPL being identified by an air carrier and proposes appropriate mitigation strategies for the identified risks. The Passenger Protect Data Matching Report has been prepared as an addendum to the Privacy Impact Assessment (PIA) of the Passenger Protect Program (PPP), to describe the points in the process when a data match occurs.

A summary of this PIA will be posted on the Public Safety Canada website once the summary has been finalized.

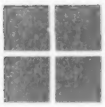
Data Matching and Data Sharing Activities reported for the period

There were no data matching or data sharing activities to report.

Disclosures pursuant to paragraph 8(2)(e), (f), (g) and (m) of the *Privacy Act*

Subsection 8(2) of the *Privacy Act* provides limited and specific circumstances under which institutions may disclose personal information without an individual's consent. Treasury Board Secretariat identified four categories of disclosures made by virtue of specific paragraphs of this subsection that institutions must include in this year's annual report. These categories concern disclosures made for law enforcement purposes, to Members of Parliament and those made in the public interest.

During the reporting period, Public Safety Canada did not disclose personal information pursuant to paragraphs 8(2)(e), (f), (g) and (m) of the *Privacy Act*.



Annex A: Delegation Orders – *Access to Information Act*

Access to Information Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

The Minister of Public Safety and Emergency Preparedness Canada, pursuant to section 73 of the ***Access to Information Act****, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the Department of Public Safety and Emergency Preparedness Canada, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 73 de la ***Loi sur l'accès à l'information****, le Ministre de la Sécurité publique et Protection civile Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le ministère de la Sécurité publique et Protection civile Canada, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule

Annexe

Position Poste	Sections of the Access to Information Act Articles de la Loi sur l'accès à l'information
Deputy Minister and Associate Deputy Minister Sous-ministre et Sous-ministre délégué	7, 8(1), 9, 10, 11(2) to/à (6) incl., 12, 13 to/à 24 incl., 25, 26, 27, 28(1), (2), (4), 29(1), 33, 35(2)(b), 37(1)(b), 37(4), 43(1), 44(2), 52(2)(b), 52(3), 71; Reg./Règ. 6(1), 8.
Senior Assistant Deputy Minister and the Assistant Deputy Ministers Sous-ministre adjoint principal et les sous-ministres adjoints	7, 8(1), 9, 10, 11(2) to/à (6) incl., 12, 13 to/à 24 incl., 25, 26, 27, 28(1), (2), (4), 29(1), 33, 35(2)(b), 37(1)(b), 37(4), 43(1), 44(2), 52(2)(b), 52(3), 71; Reg./Règ. 6(1), 8.

.../2

Access to Information Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

The Minister of Public Safety and Emergency Preparedness Canada, pursuant to section 73 of the ***Access to Information Act****, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a Government institution, that is, the Department of Public Safety and Emergency Preparedness Canada, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 73 de la ***Loi sur l'accès à l'information****, le Ministre de la Sécurité publique et Protection civile Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le ministère de la Sécurité publique et Protection civile Canada, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule

Annexe

Position	Sections of the Access to Information Act
Poste	Articles de la Loi sur l'accès à l'information
Access to Information and Privacy Coordinator	7, 8(1), 9, 10, 11(2) to/à (6) incl., 12, 25, 27, 28(1), (2), (4), 29(1), 33, 35(2)(b), 37(1)(b), 37(4), 43(1), 44(2), 71; Reg./Règ. 6(1), 8.
Coordonnateur, Accès à l'information et protection des renseignements personnels	

Dated, at the City of Ottawa, this ____th day of JUL 26 2006, 2006.

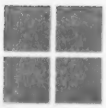
Daté, en la ville d'Ottawa, ce ____ième jour de _____, 2006.

Stockwell Day, P.C., M.P. / Stockwell Day, C.P., député

Public Safety and Emergency Preparedeness Canada

Sécurité publique et Protection civile Canada

*S.C. 1980-81-82-83, c.111



Annex B: Statistical Report – *Access to Information Act*

Government of Canada / Gouvernement du Canada

REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATON

Institution	Pubilc Safety Canada Securité Publique Canada			Reporting period / Période visée par le rapport 4/1/2007 to/à 3/31/2008	
Source	Media / Médias 146	Academia / Secteur universitatire 8	Business / Secteur commercial 11	Organization / Organisme 69	Public 62

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	296
Outstanding from previous period / En suspens depuis la période antérieure	71
TOTAL	367
Completed during reporting period / Traitées pendant la période visées par le rapport	310
Carried forward / Reportées	57

II Dispositon of requests completed / Disposition à l'égard des demandes traitées

1.	All disclosed / Communication totale	40	6.	Unable to process / Traitement impossible	70
2.	Disclosed in part / Communication partielle	134	7.	Abandoned by applicant / Abandon de la demande	34
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	12	8.	Treated informally / Traitement non officiel	0
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	4		**TOTAL**	**310**
5.	Transferred / Transmission	16			

III Exemptions invoked / Exceptions invoquées

S. Art. 13(1)(a)	30	S. Art 16(1)(a)	16	S. Art. 18(b)	0	S. Art. 21(1)(a)	62
(b)	1	(b)	8	(c)	0	(b)	42
(c)	8	(c)	6	(d)	6	(c)	18
(d)	1	(d)	1	S. Art. 19(1)	69	(d)	11
S. Art. 14	24	S. Art. 16(2)	31	S. Art. 20(1)(a)	2	S. Art.22	1
S. 15(1) Art. International rel. / Relations interm.	9	S. Art. 16(3)	1	(b)	11	S. Art 23	24
Defence / Défense	64	S. Art. 17	5	(c)	3	S. Art. 24	3
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	1	S. Art 26	0

IV Exclusions cited / Exclusions citées

S. Art. 68(a)	0	S. Art. 69(1)(c)	2
(b)	0	(d)	9
(c)	0	(e)	43
S. Art. 69(1)(a)	11	(f)	2
(b)	0	(g)	59

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	163
31 to 60 days / De 31 à 60 jours	20
61 to 120 days / De 61 à 120 jours	40
121 days or over / 121 jours ou plus	87

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	2	4
Consultation	6	127
Third party / Tiers	0	4
TOTAL	8	135

VII Translations / Traduction

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	173
Examination / Examen de l'original	1
Copies and examination / Copies et examen	0

IX Fees / Frais

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	1,550.00	Preparation / Préparation	227.50
Reproduction	308.00	Computer processing / Traitement informatique	0.00
Searching / Recherche	2,035.00	**TOTAL**	4,120.50

Fees waived / Dispense de frais	No. of times / Nombre de fois	$
$25.00 or under / 25 $ ou moins	70	$ 512.20
Over $25.00 / De plus de 25 $	41	$ 3,951.15

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)		
Salary / Traitement	$	370,592.00
Administration (O and M) / Administration (fonctionnement et maintien)	$	167,724.00
TOTAL	$	538,316.00

Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	8.00

Appendix B

Supplemental Reporting Requirements for 2007-2008

Access to Information Act

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the Access to Information Act", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Section 13

Subsection 13(e) - **0**

Section 14

Subsections 14(a) - **8**

14(b) -**3**

Part IV – Exclusions cited

Subsection 69.1 - **4**

Annexe B

Exigences en matière de rapports pour 2007-2008

Loi sur l'accès à l'information

En plus des exigences relatives à l'établissement de rapports dont on traite dans le formulaire TBS/SCT 350-62, « Rapport concernant la Loi sur l'accès à l'information », les institutions sont tenues de déclarer ce qui suit en utilisant le présent formulaire :

Partie III – Exceptions invoquées

Article 13

Paragraphe 13(e) – **0**

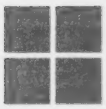
Article 14

Paragraphes 14(a) - **8**

14(b) - **3**

Partie IV – Exclusions citées

Paragraphe 69.1 - **4**



Annex C: Delegation Orders – *Privacy Act*

Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur la protection des renseignements personnels

The Minister of Public Safety and Emergency Preparedness Canada, pursuant to section 73 of the ***Privacy Act****, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the Department of Public Safety and Emergency Preparedness Canada, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 73 de la ***Loi sur la protection des renseignements personnels****, le Ministre de la Sécurité publique et Protection civile Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le ministère de la Sécurité publique et Protection civile Canada, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule

Annexe

Position Poste	Sections of the Privacy Act Articles de la Loi sur la protection des renseignements personnels
Deputy Minister and Associate Deputy Minister Sous-ministre et Sous-ministre délégué	8(2)(e), 8(2)(j), 8(2)(m), 8(4), 8(5), 9, 10, 14, 15, 16(2), 17(2), 17(3)(b), 18(2), 19 to/à 28 incl., 33(2), 35(1)(b) 35(4), 36(3)(b), 51(2)(b), 51(3); Reg./Règ. 9, 11(2), 11(4), 13(1), 14.
Senior Assistant Deputy Minister and the Assistant Deputy Ministers Sous-ministre adjoint principal et les sous-ministres adjoints	8(2)(e), 8(2)(j), 8(2)(m), 8(4), 8(5), 9, 10, 14, 15, 16(2), 17(2), 17(3)(b), 18(2), 19 to/à 28 incl., 33(2), 35(1)(b), 35(4), 36(3)(b), 51(2)(b), 51(3); Reg./Règ. 9, 11(2), 11(4), 13(1), 14.

../2

Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur la protection des renseignements personnels

The Minister of Public Safety and Emergency Preparedness Canada, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the Department of Public Safety and Emergency Preparedness Canada, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le Ministre de la Sécurité publique et Protection civile Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le ministère de la Sécurité publique et Protection civile Canada, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule

Annexe

Position	Sections of the Privacy Act
Poste	Articles de la Loi sur la protection des renseignements personnels
Access to Information and Privacy Coordinator Coordonnateur, Accès à l'information et protection des renseignements personnels	8(4), 8(5), 9, 10, 14, 15, 16, 17(2), 17(3)(b), 18(2), 33(2), 35(1)(b), 35(4), 36(3)(b); Reg./Règ. 9, 11(2), 11(4), 13(1), 14.

Dated, at the City of Ottawa, this ____th day of JUL 2 6 2006, 2006.

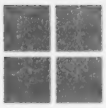
Daté, en la ville d'Ottawa, ce ____ième jour de _____, 2006.

Stockwell Day, P.C., M.P. / Stockwell Day, C.P., député

Public Safety and Emergency Preparedness Canada

Sécurité publique et Protection civile Canada

*S.C. 1980-81-82-83, c.111



Annex D: Statistical Report – *Privacy Act*

Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution	Reporting period / Période visée par le rapport
Public Safety Canada Securité Publique Canada	4/1/2007 to/à 3/31/2008

I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels

Received during reporting period / Reçues pendant la période visée par le rapport	17
Outstanding from previous period / En suspens depuis la période antérieure	2
TOTAL	19
Completed during reporting period / Traitées pendant la période visées par le rapport	14
Carried forward / Reportées	5

II Disposition of request completed / Disposition à l'égard des demandes traitées

1.	All disclosed / Communication totale	2
2.	Disclosed in part / Communication partielle	1
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	1
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	0
5.	Unable to process / Traitement impossible	10
6.	Abandonned by applicant / Abandon de la demande	0
7.	Transferred / Transmission	0
TOTAL		14

III Exemptions invoked / Exceptions invoquées

S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	1
S. Art. 27	0
S. Art. 28	0

IV Exclusions cited / Exclusions citées

S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	1
(f)	0

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	12
31 to 60 days / De 31 à 60 jours	1
61 to 120 days / De 61 à 120 jours	1
121 days or over / 121 jours ou plus	0

VI Extentions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	0	0
Consultation	1	0
Translation / Traduction	0	0
TOTAL	1	0

VII Translations / Traductions

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	3
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention

Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	$ 21,284.00
Administration (O and M) / Administration (fonctionnement et maintien)	$ 9,639.00
TOTAL	$ 30,923.00

Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.50

Supplemental Reporting Requirements for 2007-2008

Privacy Act

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for the 2007-2008 reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: **0**

Preliminary Privacy Impact Assessments completed: **0**

Privacy Impact Assessments initiated:**4**

Privacy Impact Assessments completed:**1**

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): **1**

Exigences en matière d'établissement de rapports pour 2007-2008

Loi sur la protection des renseignements personnels

Le Secrétariat du Conseil du Trésor surveille la conformité à la Politique sur l'Évaluation des facteurs relatifs à la vie privée (EFVP) (qui est entrée en vigueur le 2 mai 2002) par divers moyens. Les institutions sont donc tenues de déclarer les renseignements suivants pour la période de déclaration 2007-2008.

Prière d'indiquer le nombre :

d'évaluations préliminaires des facteurs relatifs à la vie privée amorcées : **0**

d'évaluations préliminaires des facteurs relatifs à la vie privée achevées : **0**

d'évaluations des facteurs relatifs à la vie privée amorcées :**4**

d'évaluations des facteurs relatifs à la vie privée achevées :**1**

d'évaluations des facteurs relatifs à la vie privée acheminées au Commissariat à la protection de la vie privée (CPVP) :**1**